

Request for Qualifications (RFQ)

University of Washington

December 5, 2011

Critical Patient Care Facilities Roster

General Contractors

Description

The University of Washington (UW) is soliciting Statements of Qualifications (SOQ) from qualified general contractors for its Critical Patient Care Facilities – General Contractor Roster (Roster), pursuant to RCW 28B.20.744. This Roster may be used to solicit and award contracts for construction, building, renovation, remodeling, alteration, repair, or improvements for projects at the University of Washington Medical Center (UWMC) and Harborview Medical Center (HMC). These projects will be located within existing, occupied portions of UWMC and HMC. Possible examples of projects are: nurse’s station upgrades; installation of owner-furnished medical equipment, e.g., CT Scans, scope washes, biplane, and MRIs; and pharmacy laboratory upgrades. Construction work will occur adjacent to critical patient care facilities and supporting spaces (“adjacent” means immediately adjacent to the work, or on the floor above or below).

Critical Patient Care Facilities Roster projects are defined by statute as those projects with an estimated construction cost of \$5,000,000 or less.

The UW shall establish two rosters as part of this solicitation. Group A roster work shall consist of projects containing life-critical elements, e.g. oncology suites, operating rooms, etc. Group B roster work shall consist of all other critical patient care facility projects. For purposes of this RFQ, the term “Roster” shall mean both Group A Roster and Group B Roster. Construction bids will be solicited from all contractors from the applicable Roster group.

The UW intends to utilize the Roster to facilitate efficient, cost effective delivery of capital projects for its medical centers. In order to qualify as a responsible contractor for inclusion on the Roster, a contractor must meet both the selection criteria and the evaluation criteria (collectively, the Criteria), as described below.

The Roster will expire on December 31, 2013. Any firm interested in membership on the Roster after December 31, 2013, must submit a SOQ for evaluation in response to a future RFQ that is anticipated to be issued before the end of calendar year 2013.

Selection Criteria

1. Contractor's professional personnel capabilities (30 points)

Include resumes of all staff anticipated to be assigned to projects advertised to this Roster. Key personnel shall include project managers, superintendents, safety officers, as well as any principal(s) of the firm. Resume information should include a brief summary of applicable employment, education, and work experience; length of time with the firm, and information including but not limited to, experience in management of critical patient care facility projects involving infection control, and schedule phasing and coordination of the projects. Points will be awarded based on the relevant qualifications of the proposed staff.

2. Contractor's past performance in similarly complex projects (30 points)

Provide a list of at least two similar projects completed in Washington State within the last three years, performed in a critical patient care facility that remained in operation during the construction period. The projects must have included the following elements:

- a. Coordination of construction activities with ongoing patient care operations taking place adjacent to the construction area; and
- b. Coordination with the owner's equipment vendor responsible for providing and installing the equipment. The coordination activities must include at least one of the following: utility termination for equipment hook up, temporary utilities, and/or scheduling shutdowns.

Management of key subcontractors is a critical skill. Please demonstrate how this management was performed by contractor for each project listed above.

Include one sample infection control plan developed and implemented by contractor for one of the projects listed above.

For each project listed above, provide a contact name and telephone number. The contact should be familiar with contractor's performance in completing the listed project. Note if any of the individuals named to contractor's anticipated UW project team participated as members of the project team for the listed project.

3. Contractor's ability to meet time and budget requirements and successfully complete the project (10 points)

Describe how contractor would monitor and ensure that UW's construction budget and project schedule are met during construction. What estimating /cost reporting and scheduling systems and management techniques does contractor use to maximize productivity and meet the client's schedule and budget constraints? Demonstrate effective scheduling techniques by providing one MS Project schedule or similar software schedule used on the projects listed above. Projects that include complex phasing or successful management of long lead items and/or owner provided equipment will receive more points.

Describe contractor's anticipated work load for the next twelve months, and provide current work assignments and percent of time allocated for key personnel.

4. Contractor's ability to provide preconstruction services (5 points)

Describe contractor's experience in providing preconstruction services for complex or critical medical facility projects.

5. Contractor's experience in project execution (15 points)

Describe contractor's planning and approach to delivering a construction project; i.e. project initiation (submittal schedule), execution (weekly review meetings, change order pricing, long lead tracking), contract administration and closeout (e.g., punchlist approach, management of redline drawings).

6. Contractor's approach to safety (15 points)

Describe any strengths or weaknesses in contractor's safety program that may be indicated in the information contained in contractor's Statement of Qualifications. If the RFQ safety performance indicators point to any weaknesses, what were the circumstances and what steps has contractor taken to improve future performance?

Demonstrate the contractor's ability to manage safety on all Roster projects, including the safety of subcontractors, UW patients, staff and students. How does contractor engage its subcontractors in project safety? What expectations does contractor have of its subcontractors, and how are those expectations communicated and subsequently met?

7. Contractor's safety history (10 points)

Complete the University of Washington's *Safety and Health Qualification Statement*, and submit same with contractor's Statement of Qualifications. An electronic copy of the *Statement* is available online at www.cpo.washington.edu, by clicking on the Business Opportunities & Information link, then clicking on the Boilerplate Specifications link, and then clicking on the General Contractor/Construction Manager (GC/CM) Projects link.

8. Contractor's record of performance, integrity, judgment, and skills (5 points)

Submit letters from two owners providing confirmation of the contractor's record of performance, integrity, judgment and skills. .

9. Contractor's MWBE Outreach Plan (10 points)

Submit a copy of your firm's MWBE Outreach Plan. Consistent with the University's strong commitment to encouraging the use of Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs) on its contracts, the MWBE Outreach Plan should demonstrate in detail the specific strategies, approaches, and steps your firm will use in seeking to meet the University's voluntary goals that the participation of Minority Business Enterprises (MBEs) will equal 10% of the dollar amount of the contract for this project, and that the participation of Women's Business Enterprises (WBEs) will equal 6% of the dollar amount of the contract for this project. MBEs and WBEs to be used in meeting the University's voluntary goals must be certified by the State's Office of Minority and Women's Business Enterprises (OMWBE).

While the University is interested in contracting with firms who employ a diverse workforce, this should not be part of the MWBE Outreach Plan, where the focus is on outreach efforts to contract with minority-owned and women-owned businesses. The MWBE Outreach Plan should address, at a minimum, the following:

A. Evidence of the awareness and commitment of the owner(s) and senior leadership of the firm to reaching out to contract with MWBEs, and in meeting the University's voluntary MWBE utilization goals.

B. Provide the date your MWBE Outreach Plan was adopted by your firm.

C. Individual names and titles of positions responsible for managing and implementing specific aspects of your MWBE Outreach Plan. For each individual listed, indicate the percentage of their time to be allocated on a weekly basis for issues related to the MWBE Outreach Plan, and how long they have been involved with MWBE outreach efforts with your firm.

D. Provide a description of the strategies, approaches, and specific steps your firm will take to meet the University's voluntary MBE and WBE percentage utilization goals, which may include but are not limited to a description of the following:

1. The education and training program used by your firm to communicate to your employees your firm's expected employee behaviors and performance relative to implementing the MWBE Outreach Plan.

2. Your firm's participation in outreach events planned by others and/or your firm as a means of developing relationships with MWBE subcontractors.

3. The project-specific outreach your firm utilizes in identifying and contacting MWBE subcontractors through media, government agencies, industry and non-profit associations and organizations, referrals, and relationships.

4. The procedures your firm employs in providing one-on-one assistance to MWBE subcontractors in understanding the project and your firm's selection processes.

5. Describe your MWBE subcontractor mentoring program, if any. Describe any mentoring of MWBE subcontractors that your firm has been involved with or is currently involved with. Please identify the nature and extent of the mentoring, the number and type of firms mentored, how long your firm has been mentoring MWBE subcontractors, and how effective the mentoring has been in the success of the MWBE subcontractors.

6. Describe any specific actions your firm uses to develop subcontract requirements (such as task breakdowns and delivery schedules) that encourage and permit maximum participation by MWBEs.

7. The disputes resolution process of your firm when dealing with subcontractors.

8. Your firm's process for monitoring and ensuring prompt payment of subcontractors.

9. The Monthly Subcontractors List and Certifications Form is required to be submitted each month with your invoice showing all certified MWBEs subcontractors of any tier who performed work during the month. Describe your firm's plans for preparing these monthly forms, and for ensuring the accuracy of the information provided.

E. Describe how your firm will monitor its progress toward meeting the voluntary MWBE goals on the contract to be awarded based on this RFQ, and how your firm will adjust its strategy as necessary in order to improve its performance in this area.

Evaluation Criteria

As part of determining whether a contractor is a responsible contractor for inclusion on the Roster, the UW may conduct reference checks to validate information submitted by the contractor in the contractor's Statement of Qualifications. The UW may use itself as a reference if the contractor has performed work for the UW, even if the contractor did not list the UW as a reference. In the event that information obtained from reference checks reveals that the contractor does not meet the Criteria, or indicates concerns about the contractor's performance (which may include, but not be limited to quality of construction, contractor's management of subcontractors, timeliness of required submittals, and safety record on any project), the UW may decline to include the contractor on the Roster.

Approval & Review Process

Evaluation Committee: The UW shall establish a committee to evaluate all contractors who submit Statements of Qualifications. Placement on the Roster shall be on the basis of qualifications.

Scoring: Contractors receiving a score of 90 points or more shall be placed on the Group B Roster. Contractors receiving a score of 105 points or more shall be placed on both the Group A and Group B Rosters.

Comments & Appeals

RFQ Comments: Comments regarding the RFQ Criteria published shall be received within 15 days of the annual publication of the advertisement for this RFQ. The UW will consider the comments and respond in writing. Comments should be sent to Judith Giniger at (206) 616-3427 or by email at jginiger@u.washington.edu.

Appeals: The UW reserves the right to not include on the Roster any contractor that, in its sole judgment, does not meet the Criteria noted above. The UW shall provide to the contractor, in writing, either a) which Roster group the contractor has been assigned to, or b) if the contractor is not included on the Roster, the reasons for not including the contractor. The contractor may appeal the UW's determination within three (3) business days of receipt of the UW's decision. The UW will form an ad hoc appeal panel to evaluate any such appeal received and review any additional information or explanations provided by the contractor. The UW shall then issue a determination to the contractor with its final decision on whether the contractor met the Criteria for inclusion on the Roster, or the contractor has been placed in the appropriate Roster group.

General Information

Form of Contract: The form of contract to be used shall be the State of Washington Public Works Construction Contract.

Submittal Deadline: Contractors may submit their Statement of Qualifications at any time prior to expiration of the Roster. Qualified contractors shall be added to the Roster upon the UW's review and approval.

Background Checks: The UW may conduct background checks on all employees of the contractor and all subcontractors proposed to perform work prior to award of any contract.

MWBE: The UW is committed to providing the maximum practicable opportunity for participation by minority business enterprises (MBE) and women business enterprises (WBE) and strongly encourages contractors to work with MBEs and WBEs. Voluntary goals for each project under the Roster will be established at 10% MBE participation and 6% WBE participation. Upon request of the UW, Contractors will be required to provide a report of the actual outreach efforts undertaken to utilize certified MWBEs for any public works contract awarded.

Questions: Questions about the Roster should be directed to Judy Giniger at (206) 616-3427 or by email at jginiger@u.washington.edu

Submittal Instructions

Contractor must reply to the Criteria set forth above in a comprehensive, clear and concise manner. All responses must be in the same order as listed, clearly separated with tabs and labeled by response.

Brevity is preferred.

Contractor should submit six (6) bound copies (8 ½ x 11 format) of its Statement of Qualifications by **U.S. mail or via courier** to the following address:

University of Washington
Capital Projects Office
Attention: Cindy Magruder
University Facilities Building
Box 352205
Seattle, WA 98195-2205